



LAMPTON-LOVE, INC.

P. O. BOX 1607 • JACKSON, MISSISSIPPI 39215-1607
Mirror Lake Plaza
2829 Lakeland Drive, Suite 1505 • Jackson, Mississippi 39232
(601) 933-3400 • Fax (601) 933-3420

Date: August 8, 2013
To: All Branch Managers
From: Gene Maddox 
Subject: Branch Office Monthly Safety Meeting – August 2013

Company policy requires that each branch office hold a minimum of one safety meeting each month with the documentation of the material covered and the attendance being recorded on the "Monthly Safety Meeting Minutes and Attendance Record" (see attached form). **Please detach the Monthly Safety Meeting Minutes and Attendance Record, fill out and e-mail or fax a copy to Lynn Eldridge. Please keep the original for your records.**

NOTE: ONLY the Monthly Safety Meeting Minutes and Attendance Record is to be sent in.

To assist you in complying with this requirement, the following subjects are for your Monthly Safety Meeting, for the month of August 2013. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Safety Alert: Risks Associated With Liquid Petroleum (LP) Gas Odor Fade and Back Safety)
2. Safety Meeting: (Purging Tanks and Cylinders)

It is recommended that you thoroughly read this material prior to your meeting.

It is strongly recommended that you use the 3-ring binder to store the last 12 months of the Safety Meeting Minutes and Attendance Record Form!!! This material may be referred to or used to train new employees from the website. This manual should be kept in an area of the office that is easily accessible to all employees.

Be Smart.... Be Safe and Be Courteous!!!



PROPANE
EXCEPTIONAL ENERGY

NEWS BRIEFS!!!

(This monthly “column” will include short newsworthy topics,
which will serve as a friendly reminder to us all)

Safety Alert: Safety Alert: Risks Associated With Liquid Petroleum (LP) Gas Odor Fade

A Notice by the Pipeline and Hazardous Material Safety Administration on 7-17-2013

Action.

Safety Alert Notice.

Summary

PHMSA is issuing this safety alert to notify the public of the risks associated with the under-odorization of Liquefied Petroleum Gases (LPG). LPG is an odorless and colorless gas that under certain conditions is required to be odorized for leak detection. The purpose of this alert is to advise shippers and carriers of the recommended procedures to ensure the LPG is properly odorized by all modes of transportation.

SUPPLEMENTARY INFORMATION:

PHMSA is aware of several incidents possible attributed to either the under-odorization or odorant fade of liquefied petroleum gas (LPG). Most notable of these incidents is one that happened in Norfolk, MA on July 30, 2010 where an explosion occurred at a residential condominium complex that was under construction. Emergency responders from 21 cities/towns deployed personnel to the accident site. The accident resulted in seven injuries and one fatality.

The subsequent investigation raised questions as to whether there was a sufficient level of odorant in the LPG contained in the on-site storage tanks. In accordance with Federal and State laws and regulations, LPG intended for use by non-industrial entities is generally required to be odorized, or stented, to enable the detection of any unintended release or leak of the gas. LPG is highly flammable and dangerous to inhale in large quantities. The added odorant is a safety precaution that helps warn those in the area that a release of gas has occurred. In the Norfolk incident, there appeared to be no warning, i.e. odorant smell, prior to the explosion that the on-site LPG storage tank was leaking. PHMSA has consulted with stakeholders from industry, fire fighter associations, and other regulatory agencies in order to better understand the root cause of incidents like the one in Norfolk. Although additional research may be necessary in order to come to more definitive conclusions, PHMSA has identified situations in which the risks of under-odorization or odor fade are more likely to occur. These situations are outlined below along with recommendations to mitigate potential risk factors that might lead to preventable outcomes.

Injection Process: On December 13, 2012, PHMSA met with representatives from the National Propane Gas Association (NPGA) to gain a better understanding of the LPG odorization process. During this meeting, representatives from the NPGA stated that the most common method for the odorization of LPG is through an automated system. However, the NPGA also noted there are situations where the odorization process is manually performed. Preliminary

investigations into the Norfolk, MA incident suggest that the lack of sufficient odorization rendered the LPG undetectable when the on-site storage tank began to leak. In situations where the injection process is not fully automated, the potential for human error may increase the possibility of under-odorization. We believe that the insufficient level of odorant in the LPG contained in the on-site storage tank involved in the Norfolk, MA incident was likely a major contributing factor in restricting the ability of on-site personnel to readily detect the leak. Therefore, in this safety alert, PHMSA recommends that when the odorization of LPG is being accomplished by a manual injection process, quality control checks should be conducted to ensure that the requisite amount of odorant is being injected. Additionally, PHMSA recommends that when odorization of LPG is automatically injected, equipment calibration checks should be periodically performed to ensure consistent injection levels of the required odorant.

New Tanks or Freshly Cleaned Tanks: During our meetings with various stakeholders, several indicated that a phenomenon known as “odor fade” may be a problem when new or recently cleaned tanks are used. New or recently cleaned tanks may absorb the odorant into the metal shell of these tanks, thus limiting the effectiveness of the remaining odorant in the LPG. Based on this belief, we recommend that persons who receive new or recently cleaned tanks be notified of this fact and that persons filling these tanks implement appropriate quality control measures to ensure that potential odorant fade is adequately addressed. Such quality control measures will ensure that when delivered to end users, the LPG has sufficient odorant to be detected should a leak occur.

Odorization Standards: The odorization of LPG is addressed by a myriad of Federal and State laws and regulations, as well as, by accepted industry standards and practices. When offered and transported in commerce, the HMR specifies that all LPG in cargo and portable tanks be effectively odorized using either 1.0 pound of ethyl mercaptan, 1.0 pound of thiopane, or 1.4 pounds of amyl mercaptan per 10,000 gallons of LPG, in the event of an unintended release or leak to indicate the presence of gas. The HMR do not, however require LPG to be odorized if odorization would be harmful in the use or further processing of the LPG, or if odorization will serve no useful purpose as a warning agent in such use of further processing. Essentially, this exception applies to LPG being transported to industrial end-users.

Although the HMR requires odorization of LPG in cargo tanks and portable tanks, there are no such requirements in the HMR for rail tank car tanks and cylinders. Therefore, in this safety alert, PHMSA recommends that all LPG transported in rail tank car tanks or cylinders be odorized in accordance with the requirements of §173.315(b)(1), of the HMR, unless odorization would be harmful in the use or further processing of the LPG, or if odorization will serve no useful purpose as a warning agent in such use or further processing.

Issued in Washington, DC on July 12, 2013.

Magdy El-Sibaie,

REMEMBER that company policy and federal codes required our drivers to perform and document a sniff test each time the bobtail is loaded.

BACK SAFETY

Your back is in motion all day, every day, even when you sleep. It bends when you sit, twists when you turn, lifts when you stand and supports you when you walk. An injured back can be uncomfortable or it can be disabling. Each work area is different and by learning a few back injury prevention techniques, you may be able to make your work day safer.

Here are some tips:

- ◆ When you have to lift an object, always plan ahead. Decide how you are going to pick up the load, carry it and set it down, and then check the route for obstructions. Always get assistance if the load is too heavy or too awkward.
- ◆ As you lift, position your feet close to the load and squat – don't bend down. Rise to a standing position, using your legs rather than the back.
- ◆ When working at a desk, take several short rest breaks at work by standing up and doing a few minutes of stretching exercises. If your job requires you to stand all day, try placing one foot on a slightly higher surface to relax tight back muscles.
- ◆ When sleeping at night, curl up on your side and place a pillow between your knees. If you sleep on your back, place pillows under your bent knees to relieve the strain on your back muscles.
- ◆ Avoid twisting and turning; use the legs to position and move the torso.
- ◆ Avoid leaning or bending over for extended periods. This causes fatigue and weakness in the lower back over time.
- ◆ Stretch and exercise the back before starting work or exercise routines.
- ◆ Lift with your legs. Position the body so the load is centered and supported by the body before lifting and handling.
- ◆ Avoid sudden jerks and pulls on a load that can cause a muscle sprain.

AUGUST 2013 SAFETY MEETING

Purging Tanks and Cylinders

Purging a tank or cylinder is an operation that is designed to remove air and moisture from within a propane container. If allowed to remain, these substances can create rust and corrosion that could in turn lower the effectiveness of the propane odorant, Ethyl Mercaptan (EM). This process is often referred to as odorant fade. Another important issue is that if air is left inside a tank the air inside could interfere with the burning and normal operation of the appliance system. This is especially important on a vapor withdrawal system. And lastly, depending on the circumstances, air inside a container can cause vapor pressures inside the container to rise above normal, possibly causing the pressure relief valve to open.

The purpose of this meeting is to remind drivers and technicians of the importance of ensuring that only purged tanks and cylinders are filled with propane.

Containers that need purging include:

- ◆ New containers not vacuum-purged by the manufacturer;
- ◆ Containers that were vacuumed-purged but lose negative pressure due to a leak or accidental opening of a valve/fitting, and
- ◆ Containers left open to the atmosphere for longer than routine maintenance operations.

Steps to Purging:

1. Open the service valve
2. Attach the vapor hose end valve from your supply source to the container's service valve with the appropriate adapter.
3. Pressurize the container with 15 psig propane vapor.
4. Close the vapor hose valve and bleed off the vapor inside the container. Make sure the vapor is vented to a safe environment.
5. Repeat the above at least 3 times or according to your company policy. NOTE: If needed, add methanol to the container on the last purging cycle.
6. Leave the container charged with 15 psi vapor pressure when completed.

NOTE: purging can be accomplished with a high capacity vacuum pump that can create a vacuum from 22"-25" mercury column. Consult your company or equipment manufacturer for specific instructions.

Issues to Consider Relative to Purging:

- ◆ Drivers should always check to ensure each tank they fill is pressurized. If not, is the condition an out-of-gas situation or has a valve/fitting been left open that will require the container to be purged?
- ◆ If you are purging a container only use propane vapor at 15 psig.
- ◆ Record on a company document all purging operations with the date and serial number of the container that was purged.
- ◆ Remove all ignition sources within at least 25 feet.
- ◆ Always leave all used customer tanks and cylinders that are stored in your yard.

- ◆ If methanol is added to the container, do not overdose it! Find a dosage chart specific to the size of your container and only add that amount of methanol.
- ◆ When working around methanol, use protective gloves and eyewear to prevent injuries. Remember, methanol is extremely poisonous to the skin and internal organs; also, it will burn without a visible flame.
- ◆ Be familiar with your company policies and procedures relative to purging.
- ◆ Act only within your skills and knowledge base when it comes to purging.

Purging customer containers is a vital activity that needs to be accomplished by skilled and trained individuals. One of the biggest, but simplest steps is to first identify those containers that need purged. Typically, out-of-gas ASME tanks need not be purged unless the tank has been left open to atmosphere. If there is a doubt, it is recommended to purge the container. Be familiar with your company procedures and always be on the lookout for containers that are in need of purging. Always be aware of your company's purging expectations. Lastly, it's recommended to document all purging operations on company paperwork including the container serial number and date the container was purged.

AUGUST 2013 SAFETY MEETING
MONTHLY SAFETY MEETING MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

By my signature below, I certify that I attended and participated in this Safety Meeting and I understand the material presented.

Employee Name (Please print)	Employee Signature	License Expires*	Endorsements**	DOT Physical Expires ***
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

* List driver's license expiration date in this column.

** Check licenses for proper endorsements and re-testing. (For example: "HazMat") List endorsements in this column.

*** List DOT physical expiration date in this column.

By my signature below, I hereby certify that the employees listed above have been trained in accordance with the applicable regulations and curriculum for this monthly safety meeting.

Instructor's Signature: _____

Date: _____

E-mail or fax this sheet only to: Lampton-Love Inc.
Gene Maddox/Lynn Eldridge
P.O. Box 1607
Jackson, MS. 39215-1607
Fax #: 601-933-3420